CAPPS Financials

SRs Moving to User Acceptance Testing

Jan. 26, 2021

SRs Moving to User Acceptance Test

We have four SRs moving into UAT:

1. SR 13655: Voucher Copy Worksheet Default Business Units (Danny Sandefur)

2. SR 14950: AP Agency GL – Optionally Allowed (Thanh Hermosilla)

3. SR 18133: New AP Workcenter Functionality (Karl Westerman)

4. SR 19436: Loading Failed USPS Journals into CAPPS (Shawana Abrams)

SR 13655 – Voucher Copy Worksheet for Default BU

1. **Review the *Service Request***: Agency users are expected to review the ***Service Request* (SR)** where ***User Acceptance Testing*** (UAT) is required.

2. **Review the Functional Design Document**: found in the public section of the SR 13655.

    a) Review the ***CAPPS FIN Test Plan*** section.

    b) Identify your agency business processes that may be affected by the update and test.

    c) Execute the ***CAPPS FIN Test Plan*** in FINUAT1.

    d) Update the SR with your test results and documentation.

    e) Complete your testing within the UAT time, which is **Jan. 27 — Feb. 9, 2021.**

Target Audience: AP Teams

Business Process: Create Voucher (Regular, Multi-Vendor Voucher & Pro-Card)

Business Process Step: Voucher Copy Worksheet (PO Receipt/PO only)

SR Type: This is an enhancement request to configure the user's *Business Unit* default for the *PO* and *Receiving Business Unit* fields on the *Voucher Copy* worksheet. The source of the default *Business Unit* comes from the *user preferences-overall preferences* menu "for the user."
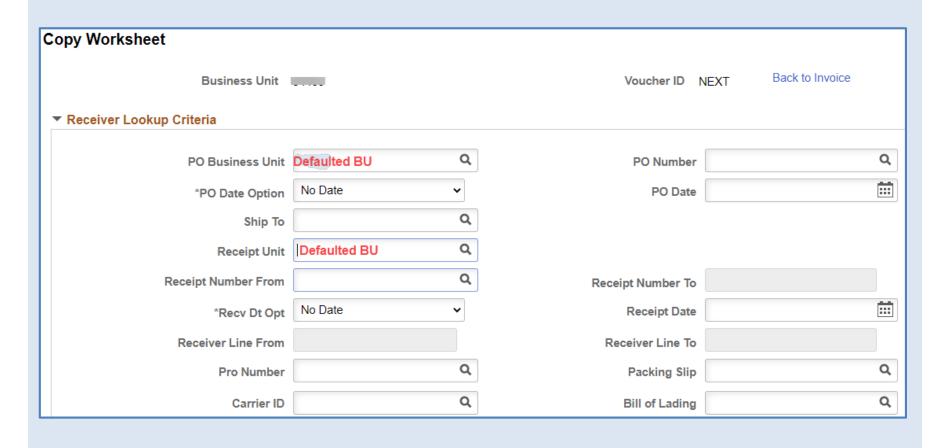
Impact: Adding the *Business Unit* enhancement results in less keystrokes and help expedite voucher entry.

Question: What if an agency user has two assigned business units? The user is still required to manually update the defaulted *Business Unit* to the other *Business Unit* for the user.
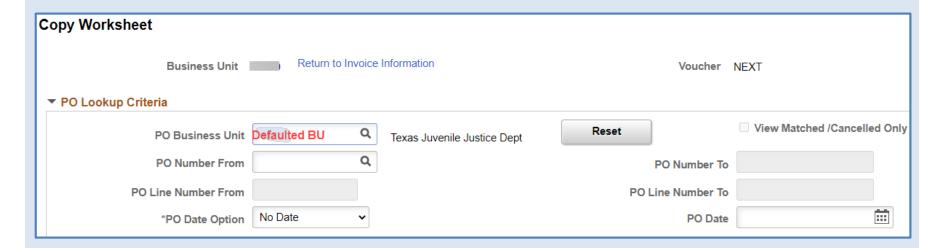
Voucher Copy Worksheet-<u>PO Receipt</u> Option Selected

The defaulted Business Units (BU) are inserted into *PO Business Unit* & *Receipt Unit* fields on the copy worksheet.

Voucher Copy Worksheet-PO Only Option Selected

The defaulted Business Unit (BU) is inserted into *PO Business Unit* field only on the copy worksheet.

Scenario 1: Create Regular Voucher Style

Create a regular voucher style and enter your agency data in the voucher fields. Then select *Copy From Source Document*: then select *Copy From*: and select option *PO Receipt* then click **Go**. Once the *Copy Worksheet* page displays, validate the user's **Business Unit defaults** in the **Purchase Order** and **Receiving Business Unit** fields.

Repeat the same exact scenario, except next time select *PO Only* from the *Copy From*: and validate the user's **Business Unit defaults** in the **Purchase Order Business Unit** field.

Scenario 2: Create Multi-Vendor Voucher Style

Create a MVV voucher style and enter your agency data in the voucher fields. Then select *Copy From Source Document*: then select *Copy From*: and select option *PO Receipt* then click **Go**. Once the *Copy Worksheet* page displays, validate the user's **Business Unit defaults** into the **Purchase Order** and **Receiving Business Unit** fields.

Repeat same exact scenario, except next time select *PO Only* from the *Copy From*: and validate the user's **Business Unit defaults** into the **Purchase Order Business Unit** field**.**

Scenario 3: Create Pro-Card Voucher Style

Create a Pro-Card voucher style and enter your agency data in the voucher fields. Then select *Copy From Source Document*: then select *Copy From*: and select option *PO Receipt* then click **Go**. Once the *Copy Worksheet* page displays, validate the user's **Business Unit defaults** in the **Purchase Order** and **Receiving Business Unit** fields.

Repeat same exact scenario, except next time select *PO Only* from the *Copy From*: and validate the user's **Business Unit defaults** in the **Purchase Order Business Unit** field**.**

SR 14950 – AP Agency GL – Optionally Allowed

Agency General Ledger (AGL):

- In CAPPS, *AGL* requirements for transaction codes (T-codes) are configured on the **USAS T-code Lookup** table through the ***Agency GL Account Flag***.

- There are three values:

  o **Always Required** – *AGL* field is available for use and document cannot be processed further until a valid value is entered.

  o **Never Allowed** – *AGL* field is not available for use.

  o **Optionally Allowed** – *AGL* field is available but the document can be processed further even if no valid value is entered.

- SR14950 adds code for the *Optionally Allowed* value to work for CAPPS vouchers.

1. Review the *Service Request* (SR) where *User Acceptance Test* (UAT) is required.

2. Review the *Functional Design Document* (FDD) in SR 14950.

3. Review the *CAPPS FIN Test Plan* Section.

4. Identify your agency business processes that may be affected by the update and test.

5. Test the *CAPPS FIN Test Plan* in the **FINUAT1** environment.

6. Update the SR with your testing documentation and comments.

7. UAT Planned Dates: 2/1/2021 through 2/12/2021

AGL Flag – Optionally Allowed

1. Create a voucher with multiple distribution lines with an *Accounting Entry template* (AET) that assigns a *T-code* with the *Agency GL Account Flag* configured as *Optionally Allowed* value on the **USAS T-code Lookup** table (T-code 408 for example) – **With AGL Entered.** (Expected results: AGL field is available and the voucher was saved successfully with valid value(s) entered.)

2. Create a voucher with multiple distribution lines with an *AET* that assigns a *T-code* with the *Agency GL Account Flag* configured as *Optionally Allowed* value on the *USAS T-code Lookup* table – **Without AGL Entered.** (Expected Results: AGL field is available and the voucher was saved successfully without values entered.)

AGL Flag – Never Allowed

1. Create a voucher with multiple lines with an *AET* that assigns a *T-code* with the *Agency GL Account Flag* configured as *Not Allowed* value on the *USAS T-code Lookup* table (*T-code* 225 for example). (Expected results: *AGL* field is not available for entry and voucher was saved successfully without *AGL* value.)

AGL Flag – Always Required

Note: *T-code* 270 is set up in CAPPS for example but is no longer active in USAS. Only *T-codes* associated with *GL* entries are set up as required in CAPPS. There are no other *AP T-codes* that are defined as required in USAS currently set up in CAPPS. Another option is to change an existing *Optional* value for *T-code* in CAPPS and set it to *Required* value to validate the CAPPS required AGL functionality.

SR 18133 – New AP Workcenter Functionality

New AP WorkCenter Functionality – 5 New Queries

These new queries will be visible in the My Work section of the *Accounts Payable WorkCenter*. UAT is scheduled for 02/1/2021 — 02/12/2021 with production projected for 02/19/2021.

Vouchers not Submitted for Approval
Includes: All vouchers in *Approval Pending* status that have not been submitted for *Approval*.
Benefit: This helps to avoid late payments when users forget to submit their vouchers for approval.

Vouchers Ready for USAS
Includes: All vouchers that have been journal generated and have a USAS Process Status of *Y*.
Benefit: This provides quick, easy to use confirmation to users that the outbound interface sends their vouchers to USAS.

SR 18133 – New AP Workcenter Functionality ...cont.

New AP WorkCenter Functionality...cont.

Vouchers Sent to USAS
Includes: All vouchers with a USAS process status of *U, S* or *X.*
Benefit: This provides quick and easy-to-use confirmation of vouchers sent to USAS.

Vouchers Processed by USAS
Includes: All vouchers with a USAS process status of *P* or *S.*
Benefit: This provides quick easy to use confirmation of vouchers fully or partially processed by USAS.

Vouchers Not Sent to USAS
Includes: All vouchers that have an accounting entry template with a *MAN* or blank *T-Code* and a *Payment Type* of *MAN*.
Benefit: This provides quick access to CAPPS only vouchers.
Note: Excludes *Cancellation* vouchers, *Interest* vouchers and *W-Doc* vouchers.

SR 19436 – Loading Failed USPS Journals into CAPPS

Uniform Statewide Payroll/Personnel System (USPS) is the online payroll and personnel system that processes payment information and then interfaces with CAPPS Financials. The interface job fails when information on the *USPSXWLK System Code* table is missing *Speedchart* and *Chartfield* values. SR #19436 addresses the need to create the Journals in CAPPS in an Error status, update the TX_BATCH_INFO table with the Journal information and to notify the agency of the Journals in Error through a new Control-M job.
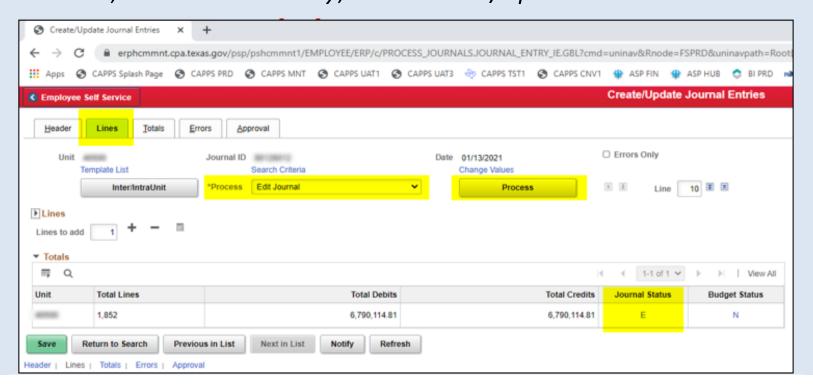
- This fix is only for agencies that have not implemented CAPPS HR.

- This requires Security role – TX_FIN_BAT_XXXXX_USPS_EXCEPT (XXXXX = Agency ID).

- The new job processes Monday through Friday at 3:30pm.

1. Journals fail for missing information on the *USPSXWLK. System Code* table for the *Speedchart* Key or *Chartfield.*

2. Journal creates with a status of *Error*.

3. Error messages post to the PS_TX_BATCH_INFO table.

4. Emails are submitted to the agencies as notifications for the journals in *Error* status.

5. Agencies must review the journals in *Error* and make the necessary updates in order to post the journals.

- Missing *Speedchart* configuration – create/update entry in the *USPSXWLK System Code* table.

- Invalid *Chartfield* configuration – create/update entry in the *USPSXWLK System Code* table.

- *System Code* table navigation: select **Financials**, select **CAPPS Statewide**, select **Statewide Setup** and select **Systems Code**.

1. Journal is created but is in *Error* status.

2. Update the *USPSXWLK System Code* table.

3. Access the journal for processing (Edit, Budget Check and Post).

    Journal Navigation: Select *Financials*, select *General Ledger*, select

    Journals, select *Journal Entry*, select *Create/Update Journal Entries*

1. When the USPS job fails, the *TX_BATCH_INFO* table is updated with an exception message.

2. Create a query from this table to view journals that are in error using the following criteria:

   - SETCNTRLVALUE = Your Agency ID

   - SETID = Your Agency ID

   - TX_MODULE_NM = TX_USPS

   - TX_MESSAGE_TYPE = EXCP

   - TX_KEY1_DESC = TX_MISC_CODETBL

   - TX_KEY1_VAL = USPSXWLK

3. The query results display the necessary fields.

1. When the journals are created that have an *Error* status, an email is submitted to the agency.

2. The email contains a hyperlink about the journal in *Error* status:

   - *Business Unit*

   - *Journal Date*

   - *Journal ID*

   - *Error message*

SR 19436 – Loading Failed USPS Journals into CAPPS ...cont.

1. Journals in *Error* are included in the email notification until they are corrected.

2. Agency can identify the journal in *Error* from the email notification or from the *GL Workcenter*.

3. Agency must correct/process journals according to normal business processes.

4. Corrected journals do not appear on the next run of the USPS job in the email notification.

1. This fix is only for agencies that have not implemented CAPPS HR.

2. Journals that are missing *Speedchart* and/or *Chartfield* information are created in *Error* status.

3. Emails submitted to Level 1 Staff for the journals in *Error* status.

4. Error messages are updated to the *PS_TX_BATCH_INFO* table for the journals in error.

5. Update the *USPSXWLK System Code* table for the missing *Speedchart* and/or *Chartfield* values.

6. Agency access the journal in *Error* in order to successfully process the journals.

7. Requires Security role – TX_FIN_BAT_XXXXX_USPS_EXCEPT.

8. UAT Testing: 02/01/2021 – 02/12/2021
   Migration Date: 02/18/2021
   PRD Date: 02/19/2021

Thank you!

CAPPS Financials Support Team